

BWVC Regular Meeting Minutes
5:00 PM, Monday, January 17, 2022

Attendance: Maria Burslem, Pam Cohen, Betty O'Regan, Shari Phalen, Toby Ridings, Ken Rosenberg, Debbi Sheiker, Mary Young.

Proposed Agenda: Reviewed and approved.

Minutes: 12/20/21 Regular Meeting Minutes were approved with revisions.

Program Manager's Report: *See Program Report for information presented. Some of the information provided is recapped, as follows:*

- ❖ Art on the Town not held.
- ❖ Coffee House not held.
- ❖ Tai Chai is happening regularly as scheduled.
- ❖ Arden Fiber Arts
 - Canceled until further notice.
- ❖ Move and Be Well
 - Joan Wharburton-Phibbs facilitator
 - Joan will offer classes in February at an introductory rental rate in support of initial program offering.
- ❖ Roof Repair
 - The old roof leak finally recurred after the recent snowfall. It was active on 1/9/22. A snow leak seems to trigger the problem.
 - The roofer was able to immediately examine the issue. It is believed that the problem area is under a solar panel.
 - A licensed electrician needs to remove the panel in order for the repair to be completed.
 - A \$900 estimate was provided.
 - ◆ The committee approved this expenditure and repair.

Building Manager's Report: *See Building Managers Program Report for information presented. Some of the information provided is recapped, as follows:*

- ❖ Susan Oats would like to go to a month-to-month lease for the yoga class offerings.
 - She is considering adding a second class.
 - After committee discussion and a review of the current room rental rates, it was agreed to offer Susan a 4 hour block on Saturday mornings for \$50/week in six week blocks.
 - This is consistent with the BWVC series rental rates.
 - ◆ The committee needs to revisit the rental rates which have not been updated since 2014.
- ❖ Phone line repair
 - The 2nd phone line at the BWVC goes out every time it rains.
 - Pam requests permission to contact Security Instruments for repair.
 - Betty or Mary will contact Jeffrey to understand whether this line is actually required to be maintained.
- ❖ Stage ceiling replacement
 - Mary procured an updated estimate from ERCO for this replacement.
 - Pam has submitted this for the required 50% deposit.

- This work is on hold until the intermittent roof leak is successfully isolated and repaired.
- ❖ BWVC Recommendations
 - Pam has procured written recommendations from renters on their great experience in using the facility.
 - Ken will work with Pam to add these to the website.
 - The committee would also like to begin collecting reviews via Google for web searches.
 - Pam, Ken and Mary will work to identify and implement a procedure.

Chairperson's Report: *See Chairperson's Report for additional information.*

- ❖ American Rescue Plan Act (ARPA) funds request.
 - The BWVC submitted a request for funds to address the sewer system.
- ❖ After School Tutoring Program
 - A program of this nature has been presented as a possible option for use of the BWVC.
 - This will be available only to residents of the Ardens.
 - A sponsor form with additional information will need to be submitted for committee review.
- ❖ WSS
 - Michelle Clausen's Wilmington Sudbury School program is going well. She is interested in beginning discussions for a new lease agreement and may like to utilize additional space.
 - A subcommittee of Betty, Toby and Mary was approved by the committee to initiate these negotiations.
- ❖ Awakened Heart
 - The sub-committee is working to create a win-win scenario with AH
 - AH is meeting via Zoom for January.
- ❖ BWVC Committee Members
 - Two committee members terms are expiring.
 - Debbi Sheiker and Mary Young are considering whether they will run again for another term.
 - Betty encourages everyone to think of others in the community who would be willing to serve.
- ❖ Custodial Support
 - The committee has been working on trying to procure a raise for our current custodial support.
 - Jeremy is doing a great job and is a valuable resource to the BWVC.
 - Evaluation and analysis of job description and procedures has been completed.
 - The Town Chair has also benchmarked other similar position pay scales in the area.
 - Pam will draft a justification for this increase for review and submission.
 - The committee placed an ad in January The Page for additional part-time maintenance staff.
 - No inquiries were received.

Motion to adjourn at 6:58 PM was approved.

Respectfully submitted,
 Mary Young
 BWVC Secretary

1/17/22

BWVC Program Report between: 12/20/21 - 1/17/22

Friday Night Programing:

Art Loop: No art loop in January.

Coffee House: 2nd Friday of the Month: No Coffee House in January

Weekly Programing:

Monday Night Art Studio - 7-9 PM Jean Orr, sponsor

Arden Bookies - 2nd Monday of the month, Gerry Konselman contact.

Arden Fiber Arts - Tuesday nights 7-9 PM, Canceled until further notice.

Tai Chi with Jill Emory - Mon,Wed,Sat 9AM, Jill Emory sponsor and instructor.

Community Event Requests:

Move and Be Well: Intro class held on 10/28 9AM. 6 attendees. Good instruction more interest needed to move forward. Joan is interested in renting space at our Repeat Renter (no support - off peak) cost of \$45.00 per class for room 1 or \$35.00 per class in room 3, for a series of 6 weeks. *(No discounts on a discount)*

Total cost for 6 weeks room 3, 1 class per week = **\$210.00**

2 classes per week = **\$420.00**. In fairness to Joan a "special" intro rate was offered to yoga class @ \$30.00 per class for the first six weeks. Total **\$180.00** 1x per week.

Roof Leak: The roof above the stage was leaking heavily on January 9th. Snow had accumulated on the roof. Steve Brooks was contacted and came out the very next day to observe the situation. He believes that the leak is located under the solar panel. The solar panel must be removed by a licensed electrician. A new proposal was provided for \$900.00 and attached.

Respectfully submitted,
Toby Ridings

Community Events: Bookies has returned to Zoom until further notice. Arts Fibers still on hold. If haven't heard from Denise Nordheimer in next few weeks, I will contact and see what plan is.

Rentals: Two new inquiries. One for 3.5.22 has decided to have smaller event at home. (Birthday Party) Left message via phone and email regarding Meghan Melough. Not until 2023. Susan Oates would like to go month to month lease. Enclosed is last text from her. Spoke with Joan from Movement class. She would like to do trial class for 6 weeks. Tuesday and Thursday's at 9:00a. Quoted a trial price of \$30 per class. Shed like to start in February.

Operating: Roof leak on stage area. Toby will update.

I also have the Payment request for ERCO. Will need signed by Committee Member at meeting.

Jeremy is still out with Covid. I'll check with him to see how he's feeling and if symptoms are continuing.

Nothing set for Verizon yet. (see discussion)

Marketing-Have a few testimonials. Will ask Ken if he can help me with putting on website or do I speak with Bob Whitehead?

Discussion:

No word from employment ad in Page.

Would like to discuss Security Instruments previous proposal of changing to cell phone tower. I have the proposal with me.

Awakened Heart is going Zoom for month of January. Including Wednesday's meditation.

Solar Reading: 54359-1.16.22

Thank you for allowing me to present this report.

Respectfully,

Pam Cohen

BVWC Chair Report

Jan. 17, 2022

American Rescue Plan Act (ARPA)

- Denis, Toby, and Mary submitted our proposal which will be checked by the town attorney to confirm that the requests qualify. Then it will go to the Town Assemble along with other proposals and the town will vote on which ideas they want to support on Mon. Jan. 24. Then more detailed forms will be required including contractor bids and a final decision will be made at the March Town Meeting.
- Jeffrey and Skip are working on other ideas involving the Buzz
 - **After school tutor sessions** 2 hrs. twice a week (we need to approve the concept). It would be staffed by 2 volunteers per session and perhaps work like a coop where parents of the students could be required to volunteer. There could be a paid coordinator position. This could be offered on a trial basis to see how it works. They would expect us to offer the room at no cost and then use the grant \$ to reimburse.
 - **Revenue Loss-** they are studying our income for the las 4 years for comparison. We don't need to be involved in this.

WSS

- Michelle would like us to start considering the contract for next year. She has some modifications/options for us to consider

Michelle's points....

1. I want to hear what the Buzz/Arden Community is feeling now that we've been here for a few months. Hopefully, it's fine but just want to make sure.

2. Discuss a new deadline for a contract renewal and not just at the last date of the lease as the contract currently says. (I should have realized that previously, but with everything else, I didn't. Being told June 14 that we can't come back would be terrible for the school.)

3. IF we agree to a new contract, add into it that IF the school will be asked to leave after the contract is up, that we are informed by Xmas or January by the Buzz or the Buzz gives us 5-6months to solidify another location before having us evacuate the location.

4. I know when we first met at the Buzz there was a ping-pong table and maybe another game item in the big room. Could we use this if we are responsible for it? Pay for anything broken if it happens?

5. I would also love to discuss what type of growth could happen here at the Buzz for next year/more and what's off-limits.

6. Could we potentially start using room 1 or 2 - give up room 3 to Tai Chi/other meetings that happen between 8 am-4 pm for next year, but be able to use room 1-2, and 4? Even move/exchange couches in the big room to make more play areas in room 4. I totally understand that having the bulk of our playthings in room 4 can still happen, but push out furniture/other large items so we're not so crowded in here - even access other cupboards for art in room two as long as we keep it behind "closed doors", and the art table is what's only seen.

7. We are still at 7 students, but parents are really asking for 2022 and then the following year even, already looking at having 3-4, 4-year-olds next year, so wanting to plan for an expansion of some sort if we can here at the Buzz.

Jeremy's raise

- Jeffrey and Skip have met about this and have researched comparisons. Main concerns are that we are setting a precedent for the town, need to have a consistent plan about evaluation and pay scale, and that this is a rather large percentage increase. We also need to be concerned from a legal perspective of avoiding discrimination charges in the future.
 - [REDACTED]
 - Alternative would be for him to be a contract employee
 - He would need his own insurance
 - We would pay his company, not him
 - Town would submit 10.99
- What we need to do...
 - Send Jeffrey job description that Pam wrote. Have we done this already
 - Submit it writing why we think J. deserves a raise.
 - Devise and implement some kind of evaluation system